

# Michigan Department of State - Record Lookup Request

If you are requesting records about **someone other than yourself**, please complete this form.  
If you are requesting **your own record**, use form BDVR-153, Requesting Your Own Record.

## Instructions for Completing this Form

Copies of driving and vehicle records are available for \$7.00 for each record or transaction. Certifications cost an additional \$1.00 per record. The Department of State also charges a fee to search for a record. **Even if no record is found, you are still responsible to pay \$7.00 for each record requested.**

Fill out as much information about your request as you can. Accurate and complete information will help us locate the record(s) you want. Please include a daytime telephone number in case we have questions about your request. **Sections 1, 4, 5, and 6 must be completed in order to process your request.**

For driving records, include as much detail in Section 2 as possible. If you just need the name, address, or driving status for your permissible purpose listed, request the current record only. If you check more than one box, you will be charged for each record found. If you only want a driving record, do not complete Section 3 or you will also be charged for vehicle records.

Personal identification card information is also available. Complete Section 2, Driver Record Information, substituting the identification card number for the driver's license number, and leave the last two spaces of the driver's license number field blank.

For vehicle information, include as much detail as possible. The owner's name should be the owner of record, not a purchaser who has not yet titled the vehicle. If you just need name, address, or ownership verification for a permissible purpose, request only a registration record. If you request both a registration record and current title information, you will be charged for two records (at least \$14.00). **Information about insurance certificates shown at the time of plate renewal is not available.**

For watercraft, snowmobile, or ORV records, complete Section 3, Registration or Title Information, substituting the watercraft or snowmobile registration number for the license plate number. Include as much information as you can about the watercraft, snowmobile, or ORV.

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**SECTIONS 1, 4, 5, AND 6 MUST BE COMPLETED IN ORDER TO PROCESS YOUR REQUEST FOR RECORDS.**

Section 1. Requestor (Please <b>print</b> or <b>type</b> all information.)			
Requestor Name (Individual or Company)		Agent's Name and Title (if company)	
Mailing Address			File or Claim Number
City	State	Zip	Daytime Telephone Number (     )     -

## Section 2. Driver Information (If you only want a driving record, leave Section 3 blank.)

<input type="checkbox"/> Driving Record for: <i>(Shows last reported address)</i> <input type="checkbox"/> Employment or Insurance <input type="checkbox"/> Court <input type="checkbox"/> Other: _____		<input type="checkbox"/> Current Application or Application History* from ____/____/____ to ____/____/____ <input type="checkbox"/> Address History* from ____/____/____ to ____/____/____	
Driver's Full Name (First, Middle, Last)		Driver's License Number	Birth Date
Driver's Full Name (First, Middle, Last)		Driver's License Number	Birth Date

## Section 3. Registration or Title Information (Insurance information is not available.)

Note: \$7.00 is charged for each transfer or transaction found. Complete histories can be expensive.

(If you only need a driving record, leave the registration or title information blank or you will be charged for both records.)

License Plate or Registration Number	Vehicle Year	Make and Model	Vehicle or Hull Identification Number
<input type="checkbox"/> Current Vehicle Owner and Lienholder Information  <input type="checkbox"/> Copy of Current Registration		<input type="checkbox"/> Copy of Current Title Application and Related Forms  <input type="checkbox"/> Complete Title History*  <input type="checkbox"/> Partial Title History*  <input type="checkbox"/> Partial Registration History*	<b>Check box if you want:</b>  <input type="checkbox"/> All motor vehicles registered or titled to this owner.**  <input type="checkbox"/> All other registered or titled assets for the owner indicated.**
<b>For partial histories, please complete:</b> from ____/____/____ to ____/____/____			
Owner(s) Name			
Owner(s) Address			
City		State	Zip

\* **Buying a complete or partial title, application, and/or address history can be very expensive.** The \$7.00 fee is charged for each address or title change or correction. If you need the last owner, just request the previous title.

**\*\* When requesting records for all motor vehicles or all assets registered and/or titled through the Michigan Department of State for individuals and/or companies, precise information is required. Information retrieved is based upon an exact name and address match. The individual's name and address, as provided by the record requestor, must match the name and address on the record(s) held by the Michigan Department of State.**

**For Office Use Only**

#### Section 4. Permissible Purposes for Obtaining Records and Information (Check those that apply.)

- ☐ **A.** Permissible reason “A” **does not apply on this request form.** Government agencies or individuals/business entities acting on behalf of a governmental agency in carrying out the agency’s functions are to complete the Governmental Request form BDVR-155.
- \_\_\_\_\_ **B.** For use in connection with matters of motor vehicle, watercraft, snowmobile or off-road recreational vehicle (ORV) and driver or operator **safety** or auto, watercraft, snowmobile, or ORV **theft**; motor vehicle, watercraft, snowmobile, or ORV **emissions**; motor vehicle, watercraft, snowmobile, or ORV product alterations, recalls, or advisories; performance monitoring of motor vehicles, watercraft, snowmobiles, or ORVs; **motor vehicle**, watercraft, snowmobile, or ORV **market research activities**, including survey research; and the removal of nonowner records from the original records of motor vehicle, watercraft, snowmobile, or ORV manufacturers.
- \_\_\_\_\_ **C.** For use in the normal course of business by a legitimate **business**, including the agents, employees, and contractors of the business, but only to **verify the accuracy** of personal information submitted by an individual to the business or its agents, employees, or contractors, and if the information as so submitted is no longer correct, to obtain the correct information, for the sole purpose of preventing fraud by pursuing legal remedies against, or recovering on a debt against, the individual.
- \_\_\_\_\_ **D.** For use in connection with a **civil, criminal, administrative, or arbitration proceeding** in a federal, state, or local court or governmental agency or before a self-regulatory body, including use for service or process, **investigation in anticipation** of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a federal, state, or local court, administrative agency, or a self-regulatory body.
- \_\_\_\_\_ **E.** For use in legitimate **research activities** and in preparing statistical reports for commercial, scholarly, or academic purposes by a bona fide research organization, if the personal information is not published, redisclosed, or used to contact individuals.
- \_\_\_\_\_ **F.** For use by an **insurer** or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigating activity, **antifraud** activity, **rating**, or underwriting.
- \_\_\_\_\_ **G.** For use in providing notice to the owner of an **abandoned, towed, or impounded** vehicle, watercraft, snowmobile, or ORV.
- \_\_\_\_\_ **H.** For use either by a **private detective or private investigator** licensed under the Private Detective License Act of 1965 (1965 PA 285; MCL 338.821 to 338.851), or by a private security guard agency or alarm system contractor licensed under the Private Security Guard Act of 1968 (1968 PA 330; MCL 338.1051 to 338.1085), only for one or more of the permitted purposes listed on these two pages.

List purpose(s) here:
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Your professional license number:
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- \_\_\_\_\_ **I.** For use by an **employer**, or the employer’s agent or insurer, to obtain or verify information relating either to the holder of a commercial driver’s license that is required under federal law or to the holder of a chauffeur’s license that is required under Chapter 3 of the Michigan Vehicle Code.
- \_\_\_\_\_ **J.** For use by a watercraft, snowmobile, ORV, or **car rental** business, or its employees, agents, contractors, or service firms, for the purpose of making rental decisions.
- \_\_\_\_\_ **K.** For use in connection with the operation of **private toll transportation** facilities.
- \_\_\_\_\_ **L.** For use by a **news medium** in the preparation and dissemination of a report related in part or in whole to the operation of a motor vehicle or public safety.
- ☐ **M.** Permissible reason “M” **does not apply on this request form.** An **individual** requesting information pertaining to himself or herself or requesting in writing that the Secretary of State provide information pertaining to himself or herself to the individual’s designee is to complete the Requesting Your Own Record form BDVR-153.

The cost for each driving or vehicle record is \$7.00. For each certified record, the cost is \$8.00.

<input type="checkbox"/> Check or Money Order (Payable to "State of Michigan")	<input type="checkbox"/> Certified record needed (\$1.00 additional per record)
<input type="checkbox"/> Department of State Account Number _____	
Name on Credit Card <i>(PLEASE PRINT)</i>	Credit Card <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
Credit Card Account Number <div style="display: flex; justify-content: space-between; height: 30px; border-top: 1px solid black; border-bottom: 1px solid black;"> <div style="width: 60%;"></div> <div style="width: 40%;"></div> </div>	<div style="display: flex; justify-content: space-between; height: 30px; border-top: 1px solid black; border-bottom: 1px solid black;"> <div style="width: 60%;"></div> <div style="width: 40%;"></div> </div>
If paying by credit card, I authorize charging the total amount on my account.	
X _____ <i>Signature of Cardholder</i>	____ / ____ / ____ <i>Date</i>

*All requestors **must** select at least one of the permissible purposes for obtaining personal information that are shown in Section 4. Requests cannot be processed if the requestor has not designated a permissible purpose for obtaining record information.*

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X \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Signature of Requestor – **form must be signed or request will not be processed.** Date

**Warning:** Under Michigan law, a person who makes a false representation or false certification to obtain personal information or who uses personal information for a purpose other than a permissible purpose identified in section 4 is guilty of a felony, which may be punishable by imprisonment of up to 15 years, or a fine of up to \$15,000, or both.

**Michigan Department of State  
Record Lookup Unit  
7064 Crowner Drive  
Lansing, Michigan 48918-1540**



 **Secretary of State**  
Terri Lynn Land

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